

ADMINISTRATIVE - INTERNAL USE ONLY

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 8 November 1988

1. Status of Tasks Assigned by Senior Management:

a. On 11 November, the Procurement Management Staff (OL/PMS) provided a report to the Executive Director on fiscal year (FY) 1988 competitive contracting activity. Separate reports were also provided for each directorate. All of these reports indicated that, during FY 1988, there was a significant increase in the level of competitive activity in the Agency's contracting process. Most of this increase was due to the change in coding procedures in our CONIF system. As a continuation of its practice over the past two fiscal years, OL/PMS will continue to provide quarterly reports in FY 1989 to all directorates, indicating their levels of competitive activity. The Director of Logistics (D/L) signed off on all reports on 4 November. [redacted]

b. On 4 November, OL/PMS forwarded a report for the Comptroller on Agency procurement activity in FY 1988 to the D/L for his signature. The report contained detailed statistical information with emphasis on yearend contract process activity, along with suggestions to further improve the end-of-year process. [redacted]

c. On 4 November, the Chief, PMS/OL provided a biweekly report of all significant activities to the Plans Staff, OL. [redacted]

d. On 1 November, the Chief, PMS/OL, along with [redacted] [redacted] visited with representatives of the Defense Contract Administration Services (DCAS) at Cameron Station. This meeting provided an overview of the procedures utilized by DCAS to administer Government-furnished property (GFP) provided under Department of Defense contracts. The information obtained from this meeting was helpful and will be utilized as we further refine Agency procedures in this area. [redacted]

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: OL/PMS Weekly Report for the Period Ending 7 November 1988

2. Major Events That have Occurred During the Preceding Week:

STAT a. [] reported that a meeting was held between OL/PMS and the Deputy Chief, Budget and Fiscal Staff (OL/B&FS) regarding changing Agency policy to increase the \$1000 per transaction threshold on imprest funds. OL/PMS is conducting an analysis of FY 1988 imprest fund spending patterns to determine how the transactional costs associated with small quick-reaction procurements can be decreased and end user paperwork minimized.

STAT b. On 4 November, the Chief, PMS/OL met with the Procurement Executive (PE/OL) and [] to review the latter's activities in the position he occupies within the Office of Training and Education (OTE), in particular as the instructor for the "Contract Process Course." As a result of this meeting, the PE/OL will be following up with OTE to further accommodate initiatives for training Agency professionals in the acquisition process. The Chief, PMS/OL also followed up with the Personnel and Training Staff (OL/P&TS) to satisfy a training requirement from [] i.e., his participation in the OL/P&TS-sponsored course "Supervising in OL." [] has an extremely tight schedule, which may preclude his participation in this course during FY 1989. []

STAT c. On 2 November, the Chief, PMS/OL briefed Agency industrial security officers at an offsite conference held in McLean, Virginia, by Security Staff, OL. At this briefing, the Chief, PMS/OL reviewed the revised procedures for accommodating novation agreements affecting Agency contracts. []

d. Automation Activities:

STAT (1) [] and members of the Agency Contracts Group's Core Team held a regular weekly meeting to continue preparations for the installation of the automation prototype. Nearly all equipment and software are on hand and installation will begin the week of 7 November. Core Team members attended a LOTUS 1.2.3 training session conducted by OTE. []

STAT (2) Automation of the Core Team is ongoing. During the week ending 5 November, the 11 IBM PS/2 Model 70 workstations and the IBM PS/2 Model 80 file server were unpacked, configuration tested, and loaded with software. All of these personal computers will be operated for one week in an unclassified stand-alone, "as is" configuration in order to ensure that all

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IBM-provided hardware options are functioning properly. At the end of the week, the internal hard disk units of the workstations will be removed because of security reasons. Instead of internal hard disks, each workstation will be equipped with a 20-megabyte (MB) removable external hard disk drive. []

(3) Implementation of the tape backup unit for the file server is delayed because the EMERALD 300 MB tape backup unit provided is not IBM PS/2 micro-channel compatible. The vendor concerned acknowledges his error in shipping this item and is "Air Expressing" the correct unit to OL. It is expected that the replacement tape backup unit will be received on or about 18 November. []

(4) Installation of the NOVELL SFT 2.1 local area network (LAN) manager software on the file server is to occur the week of 15 November. Once this occurs, the workstations can be connected to the Token Ring Network Access Units and the LAN made partially operational. Full operation of the Core Team's LAN will occur toward the end of November when the contract generator software (FARA from Compusearch, supplemented by Agency-unique contract clauses) is loaded onto the file server. []

e. On 7 November, the Chief, PMS/OL attended a meeting of the Procurement Policy Panel to discuss significant matters contained in the agenda for that meeting. OL/PMS had previously furnished a number of items for the agenda. []

f. During the past week, OL/PMS forwarded paperwork to 18 companies so that, upon completion of the forms, the companies can then be included on the Agency's bidder list. []

g. On 3 November, [] represented OL at the Industrial Review Panel meeting. Four cases were presented for discussion and resolution. []

h. During this reporting period, 219 contract actions and 90 amendment actions were entered into the CONIF system. []

3. Upcoming Events:

a. There will be a meeting of the Agency Contract Review Board on 8 November, with two cases scheduled for presentation. One will be an informal briefing on [] and the other is a competitive procurement for the Directorate of Intelligence. []

ADMINISTRATIVE - INTERNAL USE ONLY

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STAT b. During the week of 14 November, the Chief, PMS/OL and
STAT [] will be visiting a number of Government and industrial
STAT organizations to ascertain the details of property management
systems which they utilize, respectively, to account for Government-
furnished materials provided under contract. []

4. Management Activities and Concerns:

STAT During this past week, two OL/PMS employees were presented with
STAT awards. [] was presented an award for Employee of
STAT the Quarter during the OL Quarterly held at the Headquarters
STAT Auditorium on 10 November. On 11 November, []
received the Career Intelligence Medal in recognition for his 25
years of cumulative Federal service. []

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